How ESR can support your Recruitment Team?

An Essential Guide to ESR Functionality for Recruitment Teams

The 'Operational Alignment' area within Effective Recruitment provides you with an overview of key ESR functionality which supports organisations to deliver an efficient and effective recruitment service.

The aim of the information below is to highlight more specific details of the functionality for recruitment (including medical personnel) teams using ESR, to ensure they understand what key functionality is available to help them deliver their recruitment service.

Key ESR Functionality:
• eRecruitment Interface
• Inter Authority Transfer (IAT)
• Junior Doctors Interface
• Data Interfaces
• Self Service for Applicants
• Reporting

eRecruitment Interface

ESR fully interfaces with third party e-recruitment systems such as NHS Jobs and TRAC. This enables all applicant data to be transferred into ESR, removing the need for duplication of data entry including matches to existing staff/internal applications. The data that is captured during this process creates and builds the employee record, so this information never needs to be entered again. The Standard Reference Request feature in ESR also enables the IAT initiator to opt for the inclusion of a standard reference request as a part of the Inter Authority Transfer (IAT) process.

Your Recruitment Teams need to be allocated the Recruitment and Applicant Enrolment Administration User Responsibility Profile (URP) to enable full access to the functionality.

To learn more about the ESR functionality available to your team, obtain best practice guides for implementation or for information about your current usage, please contact your NHS ESR Account Manager or ESR Functional Advisor. As well as guide you through the functionality and provide you with essential system information, they will also undertake your Annual ESR Assessment, providing you with an in depth analysis of how you are utilising ESR, and highlight the potential for expanding your use of ESR.

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Inter Authority Transfers (IAT)

Inter Authority Transfer (IAT) is an automated process that removes the manual procedures associated with NHS Staff Transfer Forms and reduces the data entry needed following the appointment of staff from other NHS Trusts. The IAT process revolves around each employee's Portable Data Set (PDS) which will accompany an individual from one NHS organisation to another.

Performing the IAT the pre-hire stage enables the transfers for useful information to aid a streamlined recruitment process. This includes:

Facilitates the earlier production of Contracts of Employment as a result of more timely and accurate data transfer

Assists in paying staff correctly from commencement of employment, reducing the need for retrospective corrections and the financial impact to the member of staff

Transfers pre hire data related to National Statutory and Mandatory competencies (and local competencies for internal IAT's) and establishes if these match the competency requirements of their new position, aiding induction programmes and removing duplicated costs

Securely transfers immunisations and vaccination checks data at the pre-employment stage to Occupational Health Advisors (where implemented)

Enables the standard NHS Employers Factual Reference to be sent to an applicant's previous NHS employer

Enables the standard NHS Employers Factual Reference to be requested and sent for internal applicants

The following URP's and roles are required:

- IAT Initiator URP
- IAT Approver URP
- Reference Approver Role
- Reference Receipt Role
- Stat and Mand Notification Role
- Occupational Health Role
- IAT Service History Role
- Jr Doc & Trn Dentist Contract Role

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Junior Doctors Interface

The Streamlined ESR and Junior Doctor Interface operates between the ESR solution and the Health Education England (HEE) Local Office/Deanery systems Trainee Information System (TIS). The Interface enables information about Junior Doctors to be shared across the HEE Local Office/Deanery and ESR.

The Interface transfers the Junior Doctors information from the deanery system TIS, into ESR to create an applicant record, the correct position is allocated through the matching of the Deanery Post Number (DPN) in both systems, thereby reduces the administrative burden of entering and transferring recruitment and employee data into ESR.

The benefits to your medical recruitment teams include:

- Facilitates the sharing of information for Medical Trainees with both 'lead' and 'host' employers
- Employers are aware of the incoming and outgoing junior doctor much quicker (both for rotations and for recruitment) via a series of notifications sent to the Medical Staffing Officer Role
- Enables preparatory employment checks to be undertaken in a more productive and efficient manner, such as the early running of the pre-employment Inter Authority Transfer (IAT) process
- Provides early information on Cash Floor protection in situ where applicable
- Improved data consistency and potential improvements on data quality within both ESR and the HEE Local Office/Deanery Systems
- Supports consistent local and national reporting – via ESR Business Intelligence, the ESR Data Warehouse, and also HEE Local Office/Deanery System reports
- By removing the need to complete the same new starter information each time a Junior Doctor rotates to a new employer, each Junior Doctor can focus on their training and not have the burden of multiple and duplicate form filling
- The transfer of the competencies can be carried out via the IAT functionality and the 'Statutory and Mandatory' role holder, enabling core and essential training to be transferred with the trainee as they rotate from NHS organisation to NHS organisation

To manage the transfer of data, the following needs actioning:

- Medical Staffing Officer role needs to be allocated
- Deanery Post Numbers (DPN) must recorded in the Junior Doctors positions
- Tick 'Eligible for OH processing' on all Junior Doctor positions where occupational health immunisations is required from previous NHS employers (subject to availability)

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Data Interfaces

There are a number of data interfaces provided into ESR that assist the recruitment function. Please see these detailed below:

Professional Registration
The Professional Registrations interface provides a daily update of the professional registration status (including revalidation dates for NMC & GMC) for staff registered with the General Medical Council (GMC), Nursing and Midwifery Council (NMC) and the Health and Care and Professionals Council (HCPC).

The following roles are required:
- Medical Staffing Officer Role
- Nursing Professional Registration Role
- HCPC Role

Disclosure and Barring Service (DBS)
The Disclosure and Barring Service (DBS) interface enables an automatic checking process every 60 days for staff registered with the DBS Update service, and also includes a referral mechanism through the Employee Relations User Responsibility Profile (URP) in ESR when an employee has been removed from Regulated Activity.

The following roles are required:
- DBS Administration Role
- DBS Status and Safeguarding Role

Occupational Health
The Occupational Health bi-directional interface enables immunisations and checks information to be kept up to date in both ESR and third party OH provider systems. Medical clearances can be sent directly to recruitment teams via an employment checklist notification, which reduces the time to hire. In addition the immunisations and EPP data can be transferred to the next NHS employer where requested (subject to third party capability).

The following roles are required:
- Occupational Health Admin Role
- Employment Checklist Role

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Self Service for Applicants

The deployment of Self Service at a pre-hire stage for applicants enables you to empower your applicants to manage their own e-Learning prior to their start date. ESR can generate an ESR user account automatically at 'Offer Accepted' stage in the recruitment process. Once generated the applicant can access ESR to view planned classroom training and to enrol or undertake required training at their convenience as an applicant, thus enabling the applicants to work towards training compliance prior to their start date, thereby streamlining the on-boarding process.

The Self Service capability enables applicants to access their personal data through an easy to use browser-based interface that can be accessed in the workplace, at home or on the move via an internet connection on a mobile device.

Key Steps:
- Recording of applicants email address in Office Details tab on their ESR record
- Setting Auto Account creation at organisation level
- The early transfer of the applicant record into ESR
- The early setting of 'Offer Accepted' on the applicant record
- Automatic Internet Access set at organisation level

Further benefits can be gained by utilising the Oracle Learning Management (OLM) and competency functionality, to enable the applicant to view learning requirements and to complete eLearning that will form part of their employee record.

Reporting

All of the functional areas of ESR are supported with a full reporting suite provided by the ESR Portal and the Business Intelligence Reporting tool.

The Recruitment Dashboard accessible to specific core users represents the following ESR Business Intelligence (BI) reports:

- Applicants by staff group
- Applicant management

This information provides a summary of the status of applicants and highlights the number of days spent at this status with the ability to drill further into the detail.

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